

How to File a Biennial Registration Report for a For-Profit Corporation

A step-by-step guide using the Secretary of
State's Online Business Services System



BUSINESS SERVICES
MISSOURI
SECRETARY
OF STATE



This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system to file a biennial report (every two years) for a for-profit corporation. Corporations are eligible to file biennial reports based on their year of incorporation. Corporations incorporated in an even year, can file a biennial report in an even year or change to an annual filing schedule in an even year. Corporations incorporated in an odd year, can file a biennial report in an odd year or change to an annual filing schedule in an odd year.

Example: ABC Mfg, Inc. was incorporated in 2002 and filed annual reports. In 2015, ABC Mfg, Inc. decided they would prefer to file biennially. However, due to the fact they were incorporated in an even year, they would need to file an annual report for 2015 and then could file a biennial report in 2016.

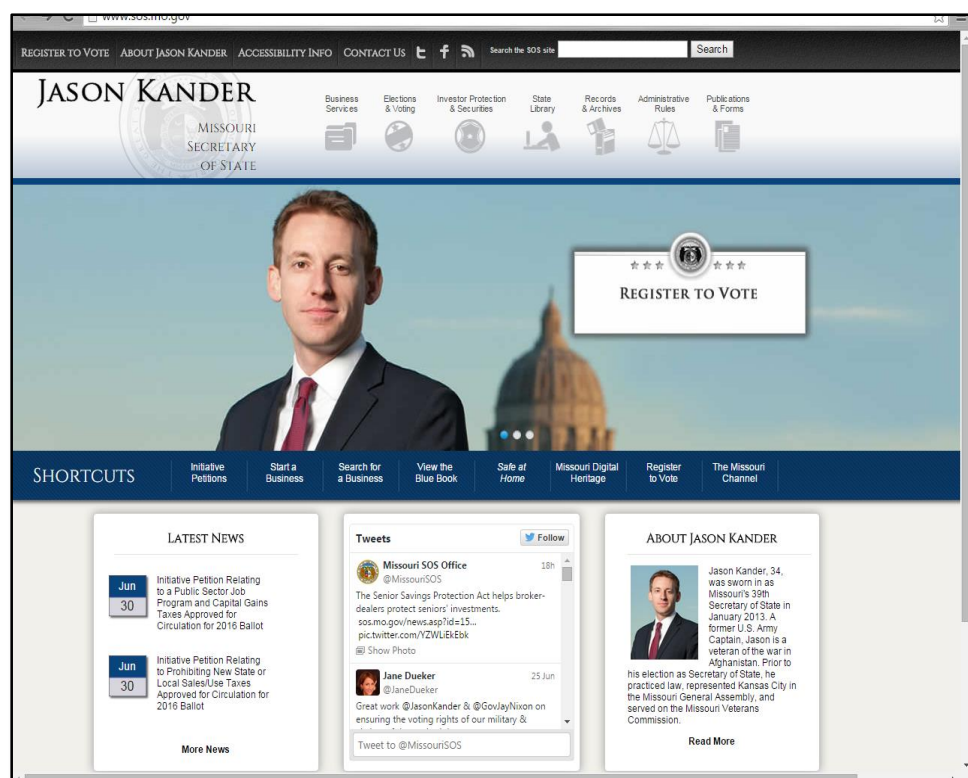
Please see our guide to filing [annual reports](#) to determine how you can file on an annual schedule.

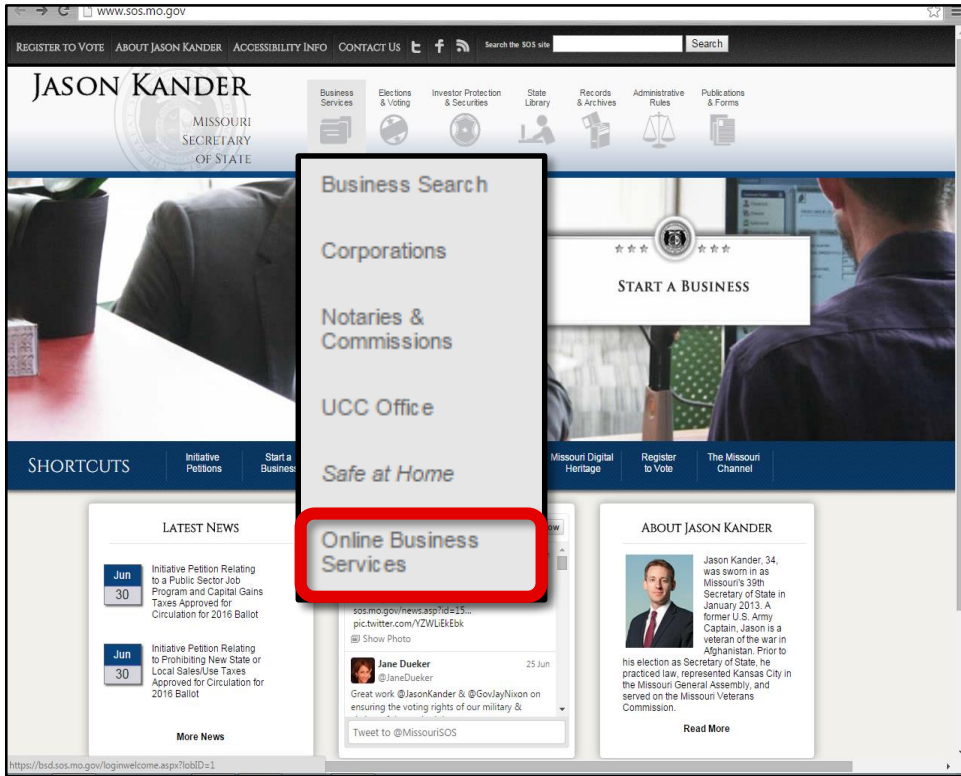
This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system, and our office always recommends you consult an attorney or accountant regarding questions specific to your business.

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov if you have any questions about the annual report process.

Step 1

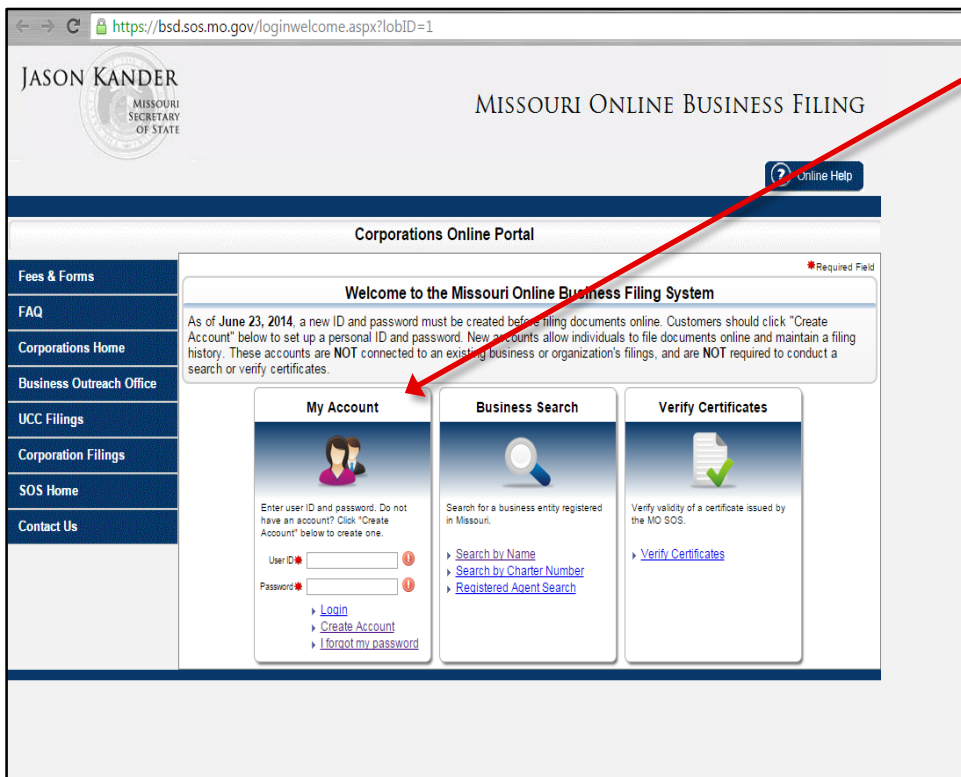
Go to <http://www.sos.mo.gov>





Step 2

At the top, under business services, scroll over and from the dropdown menu, select the last option in the drop down titled, '**Online Business Services.**'



Step 3

Log into the online system. Each user must create an individual account. These accounts are unique and are separate from information associated with a business entity. If you already have an account and you know your username and password, you may type them into the appropriate fields and log in.

- If you do not remember your password, select "I forgot my password" and a temporary password will be emailed to you.
- If you do not remember your username you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click "**Create Account**" to get started.

MY ACCOUNT [Online Help](#)

Create an Online Account

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

User ID

Password Policy? Confirm Password

Security Question

Security Answer

Enter your name and address.

☒ Individual ☐ Organization

Last Name First Name Middle Name

Country Address Line 1 Address Line 2 Address Line 3

City State County Postal Code

Phone Country Code

Email Address Confirm Email Address

The State of Missouri makes no guarantee as to the accuracy of the information accessed, the timeliness of the delivery of transactions, and makes no warranties, expressed or implied. The Secretary of State's office, including its divisions, officers, and employees, will not be responsible or liable for any loss, consequence, or damage resulting directly from reliance on the accuracy, reliability, or timeliness of the information. The burden of responsibility remains with the filer to properly provide accurate, detailed and factual information. Any person or entity that relies on information obtained from this web site does so at the person's or entity's own risk. The user assumes the risk of verifying any materials used or relied on.

☒ **I Agree to the Terms and Conditions stated above.**

☐ I Agree to the Terms and Conditions stated above.

CREATE ACCOUNT **CANCEL**

Step 3 (cont.)

By clicking 'Create an Account' you are directed to this screen.

- Enter all the appropriate information into the boxes provided.
- Ensure that all lines with a red star next to them are filled out.
- Make sure to check the box at the bottom that says **'I agree to the Terms and Conditions stated above'** in order to move onto the next step.

JASON KANDER
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT **HOME** **SEARCH** [Shopping Cart](#) [Online Help](#)

Welcome, Business Services Division [Log Out](#)

CORPORATION

Other Business Entities (Corps, LLP, etc.)

- [Create a Business Entity](#)
- [Amend/Correct/Dissolve](#)
- [Change Reg. Agent/Address](#)
- [File/Print Registration Report](#)**
- [All Other Business Filings](#)

LLC Filings

- [Create LLC](#)
- [Amend/Correct LLC](#)
- [Change Reg. Agent/Address](#)
- [All Other LLC Filings](#)

Nonprofit Filings

- [Create Non-Profit Corp](#)
- [Amend/Correct](#)
- [Change Reg. Agent/Address](#)
- [File/Print Registration Report](#)
- [All Other Non-Profit Filings](#)

Fictitious Names

- [Register Fictitious Name](#)
- [Renew Fictitious Name](#)
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Registration Reports

- [File Annual Report](#)
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- [Payments and Billing](#)
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- [Update Password](#)

Step 4

Under 'Other Business Entities (Corps, LLP, etc.)' click **File/Print Registration Report**.

Step 5

Enter your charter number and click **FILE ONLINE** to move onto the next step.

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File Annual/Biennial Report

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Online Registration Report Filing Help

Create a New Entity File an Amendment File a Registration Report

Charter No. * **FILE ONLINE**

Search by name if you do not know the Charter No. **SEARCH BY NAME**

Charter No. * **PRINT BLANK ANNUAL REPORT**

Please Note: A credit card or other electronic payment method is required to complete an online registration report.

Step 6

Review the current information on file with your business.

- You may click on the Filings, Address, and Contact(s) tabs to view that information.
- In the 'Report Type' Drop down menu, select **Biennial Registration Report** and then click **File REG. REPORT** to continue.

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Gen. Business - For Profit Details as of 7/31/2015

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ORDER COPIES/ CERTIFICATES

Select registration report type from the list. **FILE REG. REPORT**

Report Type *

General Information Filings Address Contact

Name(s)

Type Gen. Business - For Profit

Domesticity

Registered Agent

Status Good Standing

Date Formed 2/8/1989

Duration Perpetual

Renewal Month January

Report Due 4/30/2015

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GENERAL INFORMATION

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Annual Registration Report Fees are as follows:
\$20.00 if filed on or before the due date shown below
\$35.00 if filed 1 to 30 days late
\$50.00 if filed 31 to 60 days late
\$65.00 if filed 91 to 90 days late

Name: BE Type Gen. Business - For Profit Charter Number: 00324439
Domesticity: Domestic
Status: Good Standing
Created: 2/6/1989

Duration: Perpetual
Change renewal month for a fee: \$25.00
Renewal Month: January
Report Due Date: January
Report Year: February
Last Report Filed on: 4/29/2013

Email Address (Optional):
October
November
December

PREVIOUS: NEW FILING NEXT: PRINCIPAL ADDRESS

Step 7 (Optional)

Next you have the option to choose a new renewal month. The default month is your current renewal month.

NOTE: There is a \$25.00 fee to change the month of renewal.

- To change the month, select a new month from the drop down menu.
- Click **PRINCIPAL ADDRESS** to move onto the next step.

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PRINCIPAL ADDRESS

GENERAL INFO. PRINCIPAL REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Country: USA
PO Box is not acceptable as the first line of the address.
Address Line 1: 14388 Manchester Road
Address Line 2:
City: Manchester
State: MO
Zip: 63011

PREVIOUS: GENERAL INFO. NEXT: REG. AGENT

Step 8

In the Principal Address section, you will see that the address you provided with the original filing (or last report) appears in the relative fields.

- If you need to make any changes to your address, edit those here.
- When you're finished with your changes, click **NEXT: REG. AGENT**.

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REGISTERED AGENT

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Review current registered agent details.
You may change the registered office address by clicking the "Change Address" button.

Registered Agent

Actions	Type	Name	Address	Since	To	Status
Change Address	Reg. Agent is Organization			2/8/1989 08:00 AM		Active

PREVIOUS: PRINCIPAL ADDRESS

NEXT: OFFICERS

Step 9

Next you can view the registered agent information on file.

- If there have been any changes to the registered agent address you will need to make them here. Any changes to the agent's name or the agent themselves need to be made in the form of amendments to the articles of incorporation.
- You may click **CHANGE ADDRESS** to make changes.
- If no changes are necessary, click **OFFICERS**.

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REGISTERED AGENT

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Review current registered agent details.
You may change the registered office address by clicking the "Change Address" button.

Change Registered Agent Address

☐ Reg. Agent is Individual ☒ Reg. Agent is Organization

Name * J D ROHRER

Country * USA

PO Box is not acceptable as the first line of the address.

Address Line 1 * #211 MAIN ST

Address Line 2

Address Line 3

City * STEELVILLE

State * MO

Zip * 65565

Registered Agent must reside in MO.

SAVE CHANGE

NEXT: OFFICERS

Registered Agent

Actions	Type	Name	Address	Since	To	Status
Change Address	Reg. Agent is Organization			2/8/1989 08:00 AM		Active

Step 10 (Optional)

Next you will see fields where you may change the address of your registered agent.

- Fill out the necessary changes and click **SAVE CHANGE**.

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REGISTERED AGENT

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review current registered agent details.
You may change the registered office address by clicking the "Change Address" button.

Registered Agent

Actions	Type	Name	Address	Since	To	Status
Update Delete	Reg. Agent is Organization					Active (Pending)
	Reg. Agent is Organization			2/8/1989 08:00 AM		Inactive (Pending)

PREVIOUS: PRINCIPAL ADDRESS

NEXT: OFFICERS

Step 11

Next, changes made to the registered agent information appear with a "pending" status.

- Review the information to ensure that it is correct. If you need to fix a mistake, click 'update' to go back to the previous screen.
- Click **OFFICERS**.

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OFFICERS

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the name and physical address of current officers.
Update/add new officers as needed.
All officers are to be listed.
MUST LIST PRESIDENT AND SECRETARY.

ADD OFFICER

Officers

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

PREVIOUS: REG. AGENT

NEXT: BOARD OF DIR.

Step 12

Provide a current list of your officers for your corporation.

- You MUST list a President and a Secretary.
- If your officers are the same as the previous filing, you may click **BOARD OF DIR.**
- To add an officer, click **ADD OFFICER**.

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OFFICERS

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the name and physical address of current officers. Update/add new officers as needed. All officers are to be listed. MUST LIST PRESIDENT AND SECRETARY.

Add Officer

Type ☒ Officer is individual
☐ Chairman ☐ Assistant Secretary ☐ Assistant Treasurer ☐ Officer ☒ President
☐ Secretary ☐ Treasurer ☐ Vice President ☐ Other

First Name John Middle Name Last Name Smith Suffix

Country USA

PO Box is not acceptable as the first line of the address.

Line 1 555 Mills Rd
 Line 2
 City Columbia State MO Zip 65201

SAVE OFFICER **CANCEL OFFICER**

Officers

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

Step 13 (Optional)

By clicking **ADD OFFICER**, you are prompted to enter in said officer's information.

- Be sure to check the appropriate position box before saving.
- Once you have entered in your officer's information, click **SAVE OFFICER**.

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OFFICERS

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Review the name and physical address of current officers. Update/add new officers as needed. All officers are to be listed. MUST LIST PRESIDENT AND SECRETARY.

ADD OFFICER

Officers

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	President	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

PREVIOUS REG. AGENT **NEXT BOARD OF DIR.**

Step 14

Now you may add other officers or move onto the next step and click **BOARD OF DIR.**

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BOARD OF DIRECTORS

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ADD DIRECTOR

Board of Directors

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

PREVIOUS OFFICERS

NEXT REVIEW FILING

Step 15

You must list at LEAST one director in this section.

- To add a director click **ADD DIRECTOR**.
- click **NEXT REVIEW FILING** once all directors have been added.
- Each corporation must have at least one director and ALL directors must be listed.

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BOARD OF DIRECTORS

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Add Director

Type ☒ Director is individual

Type ☒ Director

First Name Middle Name Last Name Suffix

Country

PO Box is not acceptable as the first line of the address.

Line 1

Line 2

City State Zip

Line 3

SAVE DIRECTOR

CANCEL DIRECTOR

Board of Directors

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

Step 16 (Optional)

Type in the necessary information if a new director needs to be added.

- Be sure to click the **“Director”** box next to the **“Type”** field so that you can successfully save your director.
- After you’ve entered all the information, click **SAVE DIRECTOR**.

BOARD OF DIRECTORS

Review the name and physical address of the Board of Directors. All Directors are to be listed. MUST LIST AT LEAST ONE DIRECTOR.

ADD DIRECTOR

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Director	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

PREVIOUS OFFICERS **NEXT REVIEW FILING**

Step 17

- If you need to add another director, click **ADD DIRECTOR** again and repeat the last step.
- If you need to delete a director or update any information, click the related boxes.
- Once you have finished updating your list of directors, click **REVIEW FILING**.

REVIEW FILING

Upon successful completion of this filing, your next registration report will be due by: 4/30/2015. Review the filing information carefully. You may edit any information prior to proceeding to the signature page. Please note that you must check the acknowledgement box before moving to the next page.

PREVIOUS BOARD OF DIR. **UPDATE FILING** **NEXT SIGNATURE(S)**

Filer Acknowledgement Information

Filer Name: [Redacted]
Filer Address: [Redacted]
Filer Email: [Redacted]

GENERAL INFORMATION

Name: [Redacted]
BE Type: Gen. Business - For Profit
Charter Number: [Redacted]
Status: Good Standing
Created: 2/8/1989
Duration: Perpetual
Renewal Month: January
Report Due Date: 4/30/2015
Last Report Filed on: 4/29/2013
Report Year: 2015
Email Address (Optional): [Redacted]

PRINCIPAL ADDRESS

Country: USA
Address Line 1: [Redacted]
Address Line 2: [Redacted]
City: Manchester
State: MO
Zip: 63011

Step 18

- Review all of your information for accuracy.
- If you identify anything that needs to be changed, click the **UPDATE** box next to the section.

Update **REGISTERED AGENT**

Type	Name	Address	Since	To	Status
Reg. Agent is Organization					Active (Pending)

Update **OFFICERS**

Officers Type	Name	Address	Since	To	Status
President	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)
Secretary	Smith, Jane	111 Main St. Columbia, MO 65203			Active (Pending)

Update **BOARD OF DIRECTORS**

Officers Type	Name	Address	Since	To	Status
Director	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

☐ I acknowledge that the information provided above is true and correct.

PREVIOUS: BOARD OF DIR. **SAVE FILING** **NEXT: SIGNATURE(S)**

Step 18 (cont.)

Once you've ensured all the information is correct and up to date, click the **"I acknowledge that the information provided above is true and correct"** box.

- Click **SIGNATURE(S)** to move onto the next step.

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SIGNATURE(S)

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Enter authorized party or officer signature.

Section 575.060 RSMo

Add Signer

☒ Individual

First Name John Middle Name Last Name Smith Suffix

Title

- Chairman
- Director
- Incorporator
- Assistant Secretary
- Assistant Treasurer
- Officer
- President**
- Secretary
- Treasurer
- Vice President
- Other

Signatures

Actions

No records to display

☒ I hereby certify that the information provided on this form is true and correct and by typing my signature below I agree and understand the typed electronic signature shall have the same legal effect as an original signature and is being accepted as such.
Notice: Any false statements made in this report is punishable for the crime of making a false declaration under Section 575.060 RSMo 1986.

SAVE **CANCEL**

Step 19

- To sign the document, you must enter in the person's information who has been authorized to sign on behalf of your business, and select the appropriate title from the drop down menu.
- The individual signing the filing must check the box stating **"I hereby certify that the information provided on this form is true and correct and by typing my signature below I agree and understand the typed electronic signature shall have the same legal effect as an original signature and is being accepted as such"**.
- Then click **SAVE**.

Jason Kander
MISSOURI SECRETARY OF STATE

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SIGNATURE(S)

GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS BOARD OF DIR. REVIEW FILING SIGNATURE(S) SHOPPING CART

Enter authorized party or officer signature.

Section 575.060 RSMo

ADD SIGNATURE

Signatures

Actions	Name	Type
Update Delete	John Smith	President

☒ I hereby certify that the information provided on this form is true and correct and by typing my signature below I agree and understand the typed electronic signature shall have the same legal effect as an original signature and is being accepted as such.
Notice: Any false statements made in this report is punishable for the crime of making a false declaration under Section 575.060 RSMo 1986.

PREVIOUS: REVIEW FILING **NEXT: SHOPPING CART**

Step 20

After you've saved your signature information, you will need to ensure that the box at the bottom remained checked and click **SHOPPING CART**.

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Shopping Cart

SHOPPING CART PAYMENT CORRESPONDENCE

ADD ANOTHER FILING **ORDER COPIES/ CERTIFICATES**

Shopping Cart

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Biennial Registration Report		1	Biennial Registration Report Online (D) \$40.00	\$40.00

Total Items: 1 Total Due: \$40.00 plus convenience fee*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

NEXT: PAYMENT

Step 21

In your shopping cart should appear an item titled 'Annual Registration Report' with a fee amount of \$20.00.

- If you are filing late, there will be additional fees
- Ensure the proper fees are in your cart and click **PAYMENT**.

Step 22

During payment, you will be prompted to select a payment method from the drop down menu.

- The options are “Credit Card” or “Electronic Check.”
- There will be a convenience charge of \$1.25 for using a credit card.
- There will be a convenience charge of \$0.50 for using an electronic check.
- **NOTE:** You will need your bank account and routing numbers to use an electronic check.

The screenshot shows the 'Payment Information' page on the Missouri Online Business Filing website. The page has a sidebar with navigation links like 'Fees & Forms', 'FAQ', 'Corporations Home', etc. The main content area is titled 'Payment Information' and includes a 'SHOPPING CART' tab. A dropdown menu for 'Select Payment Method' is open, showing 'Credit Card' and 'Electronic Check' as options. A red arrow points to this dropdown. Below the dropdown, there are fields for 'Subtotal', 'Convenience Fee', and 'Total'. At the bottom, there is a checkbox for 'I Agree to the Terms and Conditions stated above.' and a red circle around the 'NEXT: SUBMIT PAYMENT' button.

Step 23

- Input all payment information.
- Review the terms and conditions and ensure the box stating “**I Agree to the Terms and Conditions stated above.**” is checked before clicking **SUBMIT PAYMENT.**”

This screenshot shows the 'Payment Information' page with more details filled in. The 'Select Payment Method' dropdown is set to 'Credit Card'. Below it, 'Credit Card Information' is entered, including 'Card Type' (Visa), 'Credit Card Number', 'CVV', 'Expiration' (01 - Jan 2018), and 'Name on Card' (Jon Barry). The 'Billing Address' section includes 'Country' (USA), 'Street Address', 'City', 'State' (MO), 'Postal Code', and 'Phone'. The summary shows a 'Subtotal \$65.00', 'Convenience Fee \$1.75', and a 'Total \$66.75'. A red arrow points to the checked checkbox 'I Agree to the Terms and Conditions stated above.' and a red circle highlights the 'NEXT: SUBMIT PAYMENT' button.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

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ORDER SUMMARY

VIEW/PRINT ORDER SUMMARY

Filer E
Jemerson City, 60109 (United States)

Amount Paid \$41.75
Payment Method Credit Card
Payment Authorization Y340265Y

Order Items

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
View Details	ORI-10232015-0001	Biennial Registration Report	AGMO CORPORATION	\$40.00	Accepted
		Convenience Fee		\$1.75	

Convenience fees are not assessed, collected or retained by the state.

Step 24

Lastly, you can view and print your order summary and invoice details.

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CORPORATIONS DIVISION

Business Entity Fees & Forms

Business Entity FAQ

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UCC Online Filing

Secretary of State Home Page

LLC Filings

- Create LLC
- Amend/Correct LLC
- Change Reg. Agent/Address
- All Other LLC Filings

Nonprofit Filings

- Create Non-Profit Corp.
- Amend/Correct
- Change Reg. Agent/Address
- File/Print Registration Report
- All Other Non-Profit Filings

Other Business Entities (Corps, LLP, etc.)

- Create a Business Entity
- Amend/Correct/Dissolve
- Change Reg. Agent/Address
- File/Print Registration Report
- All Other Business Filings

Additional Filings

- Request Reinstatement
- File a Merger
- File a Consolidation
- File a Pre-Clearance
- Submit a Service of Process
- Renew Name Reservation

Fictitious Names

- Register Fictitious Name
- Renew Fictitious Name
- Correct Fictitious Name
- Cancel Fictitious Name

Registration Reports

- File Annual Report
- File Biennial Report
- Print Registration Report

Certificates

- Order Good Standing
- Order Certificate
- Verify Certificate
- Check My Order

My Account & Filing History

- Correct a Rejected Filing
- In Progress Filings
- Filing History**
- Payments and Billing
- Update Account
- Update Password

Step 25 (Optional)

If in the future if you need to go back and print or view filed documents, you may do so by going to the "My Account & Filing History" box from the home page and clicking "Filing History."

Please give us a call at 1-866-223-6535 or email us at corporations@sos.mo.gov or if you have any questions about the biennial reporting process.

www.sos.mo.gov/business